Intelligent Agents in D2L

The Intelligent Agents function in D2L allows you to set up pre-determined times and circumstances to send pre-written emails to your students. For example, you can send your students an email when they haven’t logged in to the course for three days, when they receive an 80% or higher on the midterm, when they have received feedback on an essay, and more. They are an extremely useful function of D2L and are ideal for cutting back on faculty workload while still maintaining a high level of faculty-student contact in large classes.

1. To access the Intelligent Agent function, navigate to the course you want to use the function in. Then, click on the **Course Admin** tab.

2. Next, scroll down until you see the “Communication” section and select **Intelligent Agents**.

3. Select **New** to create a new Agent.
4. Next, give your agent a descriptive name. You can click the drop-down arrow to add a description. **Make sure the “Agent is enabled” box is unchecked. We will change this once the agent is complete.**

5. Select the Users with specific roles setting and check the Student box to ensure the email is sent only to students.

1. Criteria

   Role in Classlist

   - All users visible in the Classlist
   - Users with specific roles:
     - Instructor
     - Student
     - Student Auditor
     - Non-Grade Instructor
     - Visitor
     - Non-Edit Instructor
     - Special
6. There are three different options for creating an Intelligent Agent.
   a. The “Login Activity” feature allows you to send emails based on when users are or are not logging into D2L—this feature is not specific to your course but is related to general logins.

   b. The “Course Activity” feature allows you to send emails based on when users are or are not logging into D2L—this feature is specific to your course.

   c. For the purpose of this example, we will use the third option, “Release Conditions.” Scroll down and click **Create and Attach** to use this function.
7. Click on the —Select Condition Type— drop-down box and scroll down to “Quizzes.” There, select Score on a Quiz.

8. Use the “-- Select Quiz --” drop-down box to select the quiz you want to congratulate students on. For this example, we will use “Practice Quiz.” After selecting your quiz, click the blue Create button.
9. You should now see “Criteria” and “Grade” options. Select Criteria and find the “>=” option to signify the intelligent agent will congratulate students who receive greater than or equal to 80% on the quiz. Then, enter the grade in the “Grade” section. Finally, click the blue Create button.

Criteria:

> =

Grade

80 %

Create Cancel

10. Now, scroll down to “Actions.” You can change the repetition of when the email is sent. The second option is ideal for quizzes that have more than one attempt. Check the Send an email when the criteria are satisfied box.

2. Actions

Repetition

- Take action only the first time the agent's criteria are satisfied for a user
- Take action every time the agent is evaluated and the agent's criteria are satisfied for a user

Send an Email

- Send an email when the criteria are satisfied
11. Scroll down and add “{InitiatingUser}” to the “To:” line. This will send the email to the user that received the grade. Use the phrase “{InitiatingUserFirstName}” to address the user by their first name in the email. You can find other generated phrases by clicking the blue text, indicated below by the blue arrows.

To: * {InitiatingUser}

Subject: * Keep up the good work {InitiatingUserFirstName}!

Message:

Dear {InitiatingUserFirstName},

Congratulations on your recent Midterm grade! Keep up the good work!

Professor X

12. Use the “Scheduling” function so that the Intelligent Agent will scan the quiz results automatically. To set the schedule, click Use Schedule then Update Schedule.

3. Scheduling

Use Schedule

Schedule: Evaluated every 1 day(s) starting Tuesday, April 23, 2019 until Tuesday, April 30, 2019

Next Run Date: Tuesday, April 23, 2019

Update Schedule
13. You can customize the settings on how often the Agent scans here. It is recommended that you use the “Repeat daily” function every day for however long your quiz is open.

![Update Agent Schedule]

14. You can now scroll back up and enable the Intelligent Agent. Click “Save and Close” to go back to your Intelligent Agents homepage.

![Agent is enabled]
15. The final step in the process is changing the “from” and “reply-to” addresses for the emails. This step is necessary so that students can respond to emails sent by the intelligent agents. To do this, find the blue “Settings” button on the Intelligent Agents homepage.

![Settings button]

16. Next, select “Set custom values for this course” and enter your NetID. Then, add “@kennesaw.view.usg.edu” to create your D2L email. Click the blue “Save” button to save your changes.

![Intelligent Agents Settings]

These settings will affect all future emails sent by an agent.